

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, April 2, 2012

Councilor Andre Cushing

Councilor Jean Lawlis

Councilor Tom Brann

Councilor Shelby Wright

Councilor Jeremy Williams (6:15 p.m.)

Town Manager Sue Lessard

Public Works Director Chip Swan

1. Minutes of 3/19/2012 Meeting – Motion by Councilor Brann, seconded by Councilor Lawlis to approve the minutes as presented. Vote 4-0.
2. Review & Signature of Warrants – Warrants for the payments of bills were reviewed and signed.
3. Old Business

 - a. Public Works Vehicle funding recommendation – The Town Manager reported to the Committee that the Infrastructure Committee had recommended the purchase of the F550 from Whited Ford at a net cost of \$72,113.32. The Manager recommended an outright purchase of the vehicle with the funds to be taken from the Public Works Equipment Reserve. Motion by Councilor Brann, seconded by Councilor Lawlis to recommend to the full council funding of the 2012 Ford F550 from Public Works Reserve. Vote 4-0.
 - b. Personal Property Tax Abatements:
 1. Carlen Transport – 2011 \$29,306.88
 2. Thibodeau – 2010 \$ 5,030.76
 3. Thibodeau – 2011 \$14,705.9The Town Manager explained that the taxes listed were not collectible because the businesses are no longer in business and have no assets. Motion by Councilor Lawlis, seconded by Councilor Wright to recommend to the full council the abatement of 2011 personal property taxes for Carlen Transport in the amount of \$29,306.88, Vaughan Thibodeau & Sons in the amount of \$14,705.90, and 2010 personal property taxes for Vaughan Thibodeau & Sons in the amount of \$5,030.76.
 - c. Code of Ethics – The Committee reviewed the draft and changes made as a result of the review by the Town Attorney. Motion by Councilor Wright, seconded by Councilor Lawlis to send the revised draft to the Council to schedule a public hearing. Vote 5-0.
 - d. Council Rules – The Committee reviewed the draft rules. Motion by Councilor Lawlis, seconded by Councilor Wright to send the rules to the full council for consideration. Vote 5-0.
 - e. FOAA Protocol – The Town Manager presented the updated FOAA protocol draft. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council the adoption of the FOAA

Protocol with the addition of 'actual cost of providing the service' to the list of items to be reported monthly to the Council. Vote 5-0.

4. New Business

- a. Review of Fees Ordinance Changes – The Town Manager explained that the fee changes in the Ordinance were related to charges for faxing documents at the library and charges for services provided by the ambulance to make Town rates consistent with billing/payment allowances for the area. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council that the Fees Ordinance changes be introduced for public hearing. Vote 4-0.
- b. Draft – Budget Hearing Date Calendar 2012 – The Committee reviewed the draft Budget hearing date calendar for 2012. Motion by Councilor Wright, seconded by Councilor Lawlis to recommend its approval to the full council. Vote 4-0.
- c. Paper Talks Advertisement Request – Resident Mark Pierce attended the meeting to present a request for funding of an ad in the next edition of Paper Talks magazine for a 1/9th page ad at a cost of \$372. Mr. Pierce had already met with the Communications Committee in regard to the ad and that Committee had voted unanimously to recommend to the full Council the approval of the ad. Motion by Councilor Lawlis, seconded by Councilor Brann to recommend to the full Council that a 1/9th page ad in the next edition of Paper Talks be purchased for \$372 and funded from Council General Expense. Vote 4-0.
- d. Funding source – Council Sound System Improvements – The Communications Committee asked that this item be put on the Finance & Administration Committee agenda in order to determine if funding was available for repairs to the existing system and new microphones. The Town Manager explained that there was over \$4,000 available for communications-related items. She will contact a technician and have the 'thumping' issue repaired and also get prices on both new microphones and a portable sound system for use in the Community Room for meetings and for other outside events.

5. Public Comment - None

6. Committee Member Comments - None

Motion by Councilor Wright, seconded by Councilor Lawlis to adjourn at 6:55 p.m.

Respectfully submitted,

Susan Lessard
Town Manager